

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING AGENDA
Monday, December 14, 3:30 p.m.
Look Memorial Fire Station

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - A. November 9, 2015 - Regular Meeting
 - B. November 17, 2015 – Special Meeting
4. FINANCIAL REPORTS
 - A. Monthly Report
 - B. 2014/2015 Auditor’s Review and Report
5. PUBLIC COMMENT (MAXIMUM OF 2 MINUTES PER SPEAKER)
6. OLD BUSINESS
 - A. Computer Hardware Status
 - B. Look Grant Approval
 - C. Revised “Authority” Agreement Status
 - D.
7. NEW BUSINESS
 - A. Fire Authority Insurance Presentation and Review
 - B. Revised “Bylaw’s” presentation and Review
 - C. Fire Chief’s Retirement
 - D. Discussion Of New Fire Chief Selection Procedures
 - E.
8. COMMITTEE REPORTS
 - A. Capital Appropriations
 - B. Financial
9. FIRE CHIEF’S REPORT AND UPDATES
10. MEMBER COMMENTS
11. DATE FOR NEXT MEETING(S)
12. ADJOURNMENT

LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
MEETING MINUTES
Monday, November 9, 2015

1. ROLL CALL

- A. Jim Herb called the meeting to order at 3:30 p.m.
Members Present: Jim Herb, David Pasquale, Susan Reister, Tim Wittenbach, Jeff Altoft
Absent: Carlton Blough

2. APPROVAL OF THE AGENDA

- A. IT WAS MOVED BY PASQUALE and supported by REISTER to approve the agenda as presented.
Yes – all. Motion carried.

3. APPROVAL OF THE MINUTES

- A. October 12, 2015 regular meeting. Herb mentioned Mayer was not spelled correctly. Olin responded she would make the change. Reister mentioned her name was also misspelled. Olin said she would make the corrections.

IT WAS MOVED BY REISTER and supported by PASQUALE to approve the minutes of the October 12 meeting. Yes – all. Motion Carried.

- B. October 29, 2015 Special Meeting. Letzmann mentioned the special meeting date of November 12, 2015 that was set at the last meeting, was not reflected in the minutes. Olin said she would make the change.

IT WAS MOVED BY PASQUALE and supported by REISTER to approve the minutes of the October 29, 2015 meeting as corrected. Yes – all. Motion Carried.

4. FINANCIAL REPORT

- A. Olin presented the financial reports. She noted all municipalities had paid the second quarter installments. She also presented the invoice from 5 Alarm to the board for the air paks in the amount of \$112,097.00. Olin said she will deduct \$40,000 for the Grand Rapids foundation grant received and take \$20,000 out of fund balance. The remainder of the invoice will be split three ways or \$17,375.66 to each jurisdiction.

IT WAS MOVED BY PASQUALE and supported by REISTER to approve the financial reports as presented. Yes – all. Motion Carried.

5. PUBLIC COMMENT

- A. No comments were received.

6. OLD BUSINESS

- A. Status of New Technology Hardware. Witherell said he is still waiting on pricing and a bid from Smart Guys located in Lowell and Best Buy for hardware. He added the software is currently up and running and he has been currently using his iPad.

- B. Review and Status of Recent Grant Submission. Frank mentioned he has recently applied to the Look committee to purchase forceable entry tools and safety devices totaling \$5500. Of this, \$1500 will be paid out of the fire fund. Herb questioned if the fire station washing machine was

placed on hold. Frank said he had the washer repaired and he may apply for a new washing machine in next year's budget.

7. NEW BUSINESS

- A. Insurance and Risk Management Discussion. Herb stated he has the Fire Authority's insurance policies for liability and the fire trucks insurance available if anyone would like to review them. He mentioned a representative from Berends Hendrick Stuit will attend the next regular meeting to discuss our insurance coverage.
- B. Overview and Discussion of Authority Agreement. Herb said he had not yet received a draft back for review. A review of the bylaws and meeting rules is scheduled for Tuesday, November 17 at Lowell City Hall in the upstairs conference room.
- C. Grant Proposal Discussion – New Grass Fire Equipment. Martin mentioned Ron VanOverbeek has been working with Nelson Motor Sports for pricing on grass fire equipment and the possibility of a cable grant. Overbeek mentioned a 6 x 6 unit was less money than the 4 x 4. He added Cannon Township recently purchased a unit to use on the ski slope located in their Township. Reister questioned why the 6 x 6 was less expensive? Herb questioned what this grass unit would add to the department? VanOverbeek mentioned versatility for large field fires. He added trucks have a tendency to get stuck, especially in the spring. Martin said the current demo unit is \$17,500 for everything. VanOverbeek added the pump unit is a 2009 and runs around \$25,000 new. He said this particular pump has the capability of releasing lots of water very quick. He said it is a very high quality pump. Reister suggested having Jason, owner of Riverside Power Sports in Lowell review the demo. Herb questioned if these need to be annually inspected the same as the other fire vehicles. Martin said no, they are not driven on the roads. Altoft questioned what major equipment may be needed next year by the Authority. Martin said possibly a \$6,000.00 washing machine and in 2017 there is the potential for a grass rig. Reister mentioned the utility task vehicle could be useful for hunting and snowmobile accidents. Chief Bukala mentioned the speed trailer purchased by the police department, was a 4 or 5 year old demo unit when purchased. Wittenbach felt it would be a good asset to the fire department. He said he would need to bring this item to the next board meeting.

IT WAS MOVED BY PASQUALE and seconded by REISTER to approve up to \$100 for Riverside motor Sports to look at the demo grass rig and provide a recommendation. Yes – all. Motion Carried.

VanOverbeek said he would be at Vergennes township Hall before 7:00 p.m. on Monday, November 16 and Lowell Township at 7:30 to show the boards the demo grass rig.

8. COMMITTEE REPORTS

- A. Capital Appropriations – No comments were received.
- B. Financial – No comments were received.

9. FIRE CHIEF REPORTS AND UPDATES

- A. Martin said there were 16 fire incidents and 42 medical responses for the month of October 2015. The total for the year is 640 calls. He said pump testing will be done on # 3, #5 and #6 the first week in November. He added his truck was inspected and MDOT did not approve his truck. He said the tie rods needed to be replaced on his truck. Martin said the air packs had arrived and will be in placed in the trucks by January 1st. Martin said training has been ongoing at the bowling

alley. He added that Cory has completed fire instructors training. Martin mentioned fireman count is down to 25 personnel. Martin said tuition is \$575 for a new fireman; however, the State "fireworks fund" absorbed the majority of the cost. Letzmann suggested when reviewing the guidelines, to possibly discuss tuition reimbursements.

10. MEMBER COMMENTS

A. No comments were received.

11. DATE FOR NEXT MEETING

A. Date for next meeting. Herb said a special meeting will be held Tuesday, November 17 at Lowell City Hall to discuss by-laws and meeting rules at 7:00 p.m. The next regular scheduled Fire Authority meeting is Monday, December 14, 2015 at the Lowell Fire station at 3:30 p.m.

IT WAS MOVED BY PASQUALE and supported by Reister to adjourn at 4:40 P.m. Yes – all. Motion carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

**LOWELL AREA FIRE AND EMERGENCY SERVICES BOARD
SPECIAL MEETING MINUTES
Tuesday, November 17, 2015
LOWELL CITY HALL**

1. ROLL CALL

Jim Herb called the meeting to order at 7:00 p.m.

Members Present: Jim Herb, David Pasquale, Susan Reister, Tim Wittenbach (arrived 7:05 p.m.), Jeff Altoft and Carlton Blough

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY REISTER and supported by PASQUALE to approve the agenda. Yes – all. Motion Carried.

3. PUBLIC COMMENT. Mayor Hodges said he was glad to be in attendance.

4. SERVICES AGREEMENT – The board reviewed the document. Letzmann pointed out the following changes: conflicts of interest, insurance – no less than \$2,000,000.00 (p. 8) article 6 arbitration (typo) pursuant, change Susan Ullery city clerk, reformatting – make it a more workable document.

IT WAS MOVED BY PASQUALE and supported by REISTER to have the three governing bodies with the above changes, approve the services agreement. Yes – all. Motion Carried.

5. BYLAWS REVIEWED. Section 4, conflict of interest was discussed and the addition of page numbers. Section 5 will be reviewed at the December 14, meeting.

6. RULES OF PROCEDURE – REVIEW. Sample rules from the Michigan Municipal League were provided. Peter Letzmann will provide a document ready for consideration at the December 14 meeting.

IT WAS MOVED BY PASQUALE and supported by REISTER to adjourn at 10:00 P.M. Yes – all. Motion Carried.

Respectfully submitted,

Jim Herb, Chairman

Suzanne Olin, Recording Secretary

CHECK DISBURSEMENT REPORT FOR LOWELL AREA FIRE AND EMERGENCY
 CHECK DATE FROM 11/07/2015 - 12/11/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
11/13/2015	FIRE	3236	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	336	6.38
11/13/2015	FIRE	3237	KENT COUNTY FISCAL SERVICES	INSURANCE	910.000	336	500.00
11/13/2015	FIRE	3238	VERIZON WIRELESS	COMMUNICATIONS	850.000	336	63.68
11/13/2015	FIRE	3239	CHARLES PUTNEY	TRAVEL EXPENSES	860.000	336	70.73
11/13/2015	FIRE	3240	VELZEN, CORWIN	TRAVEL EXPENSES	860.000	336	181.70
11/13/2015	FIRE	3241	RADEMACHER, KATHERINE	TRAVEL EXPENSES	860.000	336	103.16
11/13/2015	FIRE	3242	VANDERVEST, BLAKE S	TRAVEL EXPENSES	860.000	336	128.23
12/04/2015	FIRE	3243	CHROUCH COMMUNICATIONS, INC.	OPERATING SUPPLIES	740.000	336	6.75
				OPERATING SUPPLIES	740.000	336	1,750.00
				CHECK FIRE 3243 TOTAL			<u>1,756.75</u>
12/04/2015	FIRE	3244	FIRE PROS, INC.	REPAIRS AND MAINTENANCE BUILDING	932.000	336	226.00
				REPAIRS AND MAINTENANCE BUILDING	932.000	336	156.00
				CHECK FIRE 3244 TOTAL			<u>382.00</u>
12/04/2015	FIRE	3245	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	336	453.25
12/04/2015	FIRE	3246	CITY OF LOWELL	PUBLIC UTILITIES	920.000	336	137.15
12/04/2015	FIRE	3247	MARTIN, FRANK	COMMUNICATIONS	850.000	336	42.39
12/04/2015	FIRE	3248	RAYNOR OVERHEAD DOOR OF GR	REPAIRS AND MAINTENANCE BUILDING	932.000	336	95.00
12/04/2015	FIRE	3249	MICHIGAN STATE FIREMEN ASSOC.	MISCELLANEOUS EXPENSE	955.000	336	75.00
12/04/2015	FIRE	3250	MICHIGAN STATE FIREMEN ASSOC.	TRAINING	957.000	336	88.86
12/04/2015	FIRE	3251	5 ALARM FIRE & SAFETY EQUIP IN	OPERATING SUPPLIES	740.000	336	4,406.95
				OPERATING SUPPLIES	740.000	336	112,097.00
				OPERATING SUPPLIES	740.000	336	1,768.00
				OPERATING SUPPLIES	740.000	336	98.00
				CHECK FIRE 3251 TOTAL			<u>118,369.95</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE FUND							
12/04/2015	FIRE	3252	R&R FIRE TRUCK REPAIR, INC.	REPAIR & MAINTENANCE	930.000	336	65.00
				REPAIR & MAINTENANCE	930.000	336	305.00
				REPAIR & MAINTENANCE	930.000	336	90.00
				REPAIR & MAINTENANCE	930.000	336	65.00
				REPAIR & MAINTENANCE	930.000	336	65.00
				REPAIR & MAINTENANCE	930.000	336	387.00
				REPAIR & MAINTENANCE	930.000	336	305.00
				CHECK FIRE 3252 TOTAL			<u>1,282.00</u>
				COMMUNICATIONS	850.000	336	280.15
12/04/2015	FIRE	3253	AT&T	REPAIRS AND MAINTENANCE BUILDING	932.000	336	75.00
12/04/2015	FIRE	3254	RED CREEK	OPERATING SUPPLIES	740.000	336	556.74
				TRAINING	957.000	336	775.00
				CHECK FIRE 3255 TOTAL			<u>1,331.74</u>
12/04/2015	FIRE	3255	LOWELL FIRE DEPARTMENT	COMMUNICATIONS	850.000	336	100.83
12/04/2015	FIRE	3256	COMCAST CABLE	PUBLIC UTILITIES	920.000	336	273.57
12/04/2015	FIRE	3257	CONSUMERS ENERGY	R & M/VEHICLES	931.000	336	75.00
12/04/2015	FIRE	3258	GENERAL QUARTERS FIRE LLC	OPERATING SUPPLIES	740.000	336	112.80
12/04/2015	FIRE	3259	THE SCREEN PRINT DEPT. INC.				
				Total for fund 206 FIRE FUND			125,985.32

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	YTD BALANCE 12/31/2015			
Fund 206 - FIRE FUND						
Revenues						
Dept 000-REVENUES	FEDERAL GRANT FEMA	0.00	0.00	0.00	0.00	0.00
206-000-507.000	STATE GRANT	0.00	0.00	0.00	0.00	0.00
206-000-569.000	LOWELL TOWNSHIP EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
206-000-589.000	VERGENNES TOWNSHIP EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
206-000-590.000	CITY OF LOWELL EQUIPMENT PURCHASES	0.00	17,365.66	0.00	(17,365.66)	100.00
206-000-591.000	LOWELL TOWNSHIP	0.00	17,365.66	0.00	(17,365.66)	100.00
206-000-632.001	VERGENNES TOWNSHIP	125,869.00	64,934.70	0.00	60,934.30	51.59
206-000-632.002	CITY OF LOWELL	109,755.00	85,316.49	0.00	24,438.51	77.73
206-000-632.003	CONTRIBUTIONS	116,958.00	60,478.62	0.00	56,479.38	51.71
206-000-650.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
206-000-677.000	LOOK GRANT	0.00	0.00	0.00	0.00	0.00
206-000-689.000-FA-1501	GRAND RAPIDS FOUNDATION GRANTS	0.00	40,000.00	0.00	(40,000.00)	100.00
206-000-690.000	CABLE TV GRANT	0.00	0.00	0.00	0.00	0.00
206-000-698.000						
Total Dept 000-REVENUES		352,582.00	285,461.13	17,365.66	67,120.87	80.96
TOTAL Revenues						
		352,582.00	285,461.13	17,365.66	67,120.87	80.96
Expenditures						
Dept 000-REVENUES	TRAVEL EXPENSES	0.00	15.52	0.00	(15.52)	100.00
206-000-860.000						
Total Dept 000-REVENUES		0.00	15.52	0.00	(15.52)	100.00
Dept 336						
206-336-702.000	SALARIES-PERMANENT	0.00	0.00	0.00	0.00	0.00
206-336-703.000	SALARIES-CUSTODIAL	1,500.00	387.00	107.50	1,113.00	25.80
206-336-707.000	SALARIES-TEMPORARY	145,672.00	50,068.50	9,239.00	95,603.50	34.37
206-336-709.000	SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00
206-336-715.000	SOCIAL SECURITY	11,000.00	3,708.01	687.86	7,291.99	33.71
206-336-717.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
206-336-718.000	PENSION	0.00	0.00	0.00	0.00	0.00
206-336-722.000	WORKERS COMPENSATION	7,000.00	2,790.00	0.00	4,210.00	39.86
206-336-727.000	OFFICE SUPPLIES	3,100.00	288.98	0.00	2,811.02	9.32
206-336-740.000	OPERATING SUPPLIES	62,810.00	123,855.01	120,796.24	(61,045.01)	197.19
206-336-741.000	FUEL	4,000.00	1,847.16	0.00	2,152.84	46.18
206-336-775.000	BUILDING MAINT & SUPPLIES	0.00	0.00	0.00	0.00	0.00
206-336-801.000	PROFESSIONAL SERVICES	26,000.00	2,930.50	0.00	23,069.50	11.27
206-336-850.000	COMMUNICATIONS	8,000.00	2,301.79	423.37	5,698.21	28.77
206-336-860.000	TRAVEL EXPENSES	4,000.00	690.82	0.00	3,309.18	17.27
206-336-910.000	INSURANCE	8,000.00	7,625.00	0.00	375.00	95.31
206-336-920.000	PUBLIC UTILITIES	16,000.00	5,542.78	863.97	10,457.22	34.64
206-336-930.000	REPAIR & MAINTENANCE	5,000.00	2,667.51	1,282.00	2,332.49	53.35
206-336-931.000	R & M/VEHICLES	15,000.00	6,787.32	75.00	8,212.68	45.25
206-336-932.000	REPAIRS AND MAINTENANCE BUILDING	13,000.00	10,387.23	552.00	2,612.77	79.90
206-336-940.000	RENTALS	0.00	0.00	0.00	0.00	0.00
206-336-955.000	MISCELLANEOUS EXPENSE	5,500.00	1,272.68	75.00	4,227.32	23.14
206-336-957.000	TRAINING	6,000.00	1,622.66	863.86	4,377.34	27.04
206-336-980.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
206-336-981.000	FIRE VEHICLES	0.00	0.00	0.00	0.00	0.00
206-336-982.000	FIRE RESCUE PUMPER	0.00	0.00	0.00	0.00	0.00
206-336-986.000	EQUIPMENT	11,000.00	2,667.00	0.00	8,333.00	24.25

REVENUE AND EXPENDITURE REPORT FOR LOWELL FIRE AUTHORITY

PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR MONTH 12/31/2015	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	YTD BALANCE 12/31/2015			
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336		352,582.00	227,439.95	134,965.80	125,142.05	64.51
Dept 426-EMERGENCY MANAGEMENT						
206-426-707.000-FLOOD13 SALARIES-TEMPORARY		0.00	0.00	0.00	0.00	0.00
206-426-715.000-FLOOD13 SOCIAL SECURITY		0.00	0.00	0.00	0.00	0.00
206-426-740.000-FLOOD13 OPERATING SUPPLIES		0.00	0.00	0.00	0.00	0.00
Total Dept 426-EMERGENCY MANAGEMENT		0.00	0.00	0.00	0.00	0.00
Dept 441-DEPARTMENT OF PUBLIC WORKS						
206-441-707.000 SALARIES-TEMPORARY		0.00	0.00	0.00	0.00	0.00
Total Dept 441-DEPARTMENT OF PUBLIC WORKS		0.00	0.00	0.00	0.00	0.00
Dept 999						
206-999-999.990 CURRENT FUND CONTRA CHANGE		0.00	0.00	0.00	0.00	0.00
Total Dept 999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		352,582.00	227,439.95	134,965.80	125,142.05	64.51
Fund 206 - FIRE FUND:						
TOTAL REVENUES		352,582.00	285,461.13	17,365.66	67,120.87	80.96
TOTAL EXPENDITURES		352,582.00	227,439.95	134,965.80	125,126.53	64.51
NET OF REVENUES & EXPENDITURES		0.00	58,005.66	(117,600.14)	(58,005.66)	100.00
TOTAL REVENUES - ALL FUNDS		352,582.00	285,461.13	17,365.66	67,120.87	80.96
TOTAL EXPENDITURES - ALL FUNDS		352,582.00	227,439.95	134,965.80	125,126.53	64.51
NET OF REVENUES & EXPENDITURES		0.00	58,005.66	(117,600.14)	(58,005.66)	100.00

LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY
315 S. Hudson St.
2015

December 9, 2015

Fire authority board:

We have had 24 fire incidents and 32 medical responses for the month of November, 2015.

The total for the first eleven months is 696 calls.

All pumpers did pass their pump tests, and all vehicles passed the M-dot inspection with just a few minor repairs.

In house training on the new air-packs is still being done, and we hope to put them in service and on the trucks in January.

The fire department was awarded \$4000.00 from the look committee for tools on the three engines. The remainder of the \$5500.00 will come from the fund raiser monies.

Deputy Chief VanOverbeek is overseeing the Medical and Fire reports that are sent to NFIRS. These reports are being completed by the Lieutenants.

Captain Witherell is doing the inspections and site plans, along with Lt. Corey Velzen.

Training: Report writing with new program, and s.c.b.a. training in confined spaces.

Lt Krueger will be taking the fire instructor course at the G.R. Airport in January.

If you have any questions, please contact me at 893-0521

Frank Martin, Fire Chief